

***State of Washington  
Department of Transportation  
Notice to Consultants  
On-Call Computer Aided Design & Drafting (CADD) Services***

Washington State Department of Transportation (WSDOT) solicits Statements of Qualifications (SOQ) from consultants interested in providing On-Call Computer Aided Design & Drafting (CADD) Services for Washington State Ferries (WSF.) The approximate dollar value of the consultant agreement will be \$1,500,000.00. WSDOT will award one (1) On-Call Agreement, which will be two (2) years in duration. If necessary, at the option of WSDOT, the Agreement may be supplemented for additional time and/or money to complete the project.

**General Scope of Work:**

The work under this project shall consist of providing Computer Aided Design & Drafting (CADD) services as herein defined and necessary to accomplish project tasks issued by the State. The Consultant shall furnish all labor necessary to accomplish these tasks. The State shall provide all materials, supplies, equipment, and incidentals necessary to prepare and deliver to the State, the plans, studies, permits, estimates, schedules, and other deliverable item(s) requested by the State.

The State is not obligated to assign any specific amount of work to the Consultant. The work may include, but will not be limited to the following types of work:

Provide on-site CADD drafting services at WSF's premises for various periods, and/or other work as directed by WSF's CADD Supervisor. For the purposes of this agreement, on-site shall mean the WSF Terminal Engineering Office location. Moreover, WSF will provide office space, furniture, computer equipment, and other resources necessary to perform the task(s). The CONSULTANT shall maintain a "Core Team" (as defined below) of CADD operators on-site during the normal working hours of the State.

WSF's Terminal Engineering office requires a CADD team that will support the needs of WSF engineers. The CADD team size should be flexible, range between a minimum "Core Team" size of three (3), and be expandable to six (6) during periods of increased workload. All CADD operators should be experienced in the use of MICROSTATION 8 and Microsoft Office applications. The "Core Team" will be comprised of and be responsible for:

**1. A Lead CADD technician:**

- Management of Consultant's CADD personnel;
- Coordination with WSF's CADD Supervisor;
- Develop standard work methodologies to incorporate departmental CADD standards into project work;

- Work with the WSF CADD Coordinator to refine WSF's CADD Standard Manual;
- Assisting the Project design engineers in setting up Project Specific CADD standards;
- Acting as liaison with Project Designers;
- The review of all contract plans produced by Terminal Engineering with regard to the adherence to the proscribed CADD standards, and uniformity in appearance;
- Division of project drafting duties and work assignments;
- Evaluation of workload leading to expansion or contraction of CADD Staff;
- Evaluation and approval/dismissal of members of the CADD team (other than WSF employees);
- Cataloging and Storage of the electronic information;
- Translation of formats other than DGN to DGN and vice-versa;
- Control and review of Consultant CADD submittals; and
- Preparation of billing based on the work hours spent on individual projects.

The person in this position will usually have several years of MICROSTATION experience, including the use of MICROSTATION 8, of which the past 2 years must be in transportation related work. They must be knowledgeable in the production of CADD plans using an established set of Standards. The CADD Lead position should be considered temporary as this consultant filled position could be replaced at any time during the contract with a state employee.

## **2. Two (2) Senior CADD Technicians:**

- Acting as lead CADD for individual projects;
- Responsible for the more difficult drafting needs;
- Check for adherence to project CADD Standards;
- Provide direction and support for CADD Techs; and
- Carry out the daily drafting duties for the design projects currently under way.

These persons will usually have several years of current MICROSTATION experience, including the use of MICROSTATION 8, of which the past 1-year must be in transportation related work. They must be knowledgeable in the production of CADD plans using an established set of Standards.

The State shall be responsible for ensuring that the on-site CADD team has all the manuals required to perform the work requested under this Agreement and shall be responsible for keeping those manuals updated with the latest information.

CADD duties will require drafting for Civil, Electrical, HVAC, Mechanical, and Structural disciplines.

The State will review and approve the Consultant's proposal, or, at its option, negotiate various elements of the proposal prior to authorizing work to begin.

### **Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager(s);
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only); and
5. References/Past Performances (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions associated with the scoring criteria. Requirements and/or limitations are specified for the information requested. Moreover, points ranging from a low of zero to highs ranging from 20, 25 & 30 (maximum points vary among the scoring criteria) may be awarded, depending upon the extent to which the Consultant meets each scoring criterion.

### **Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 4, only.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 5; and
- Your Submittal Information forms for the prime consultant and all proposed sub-consultants.

The page limitation does not apply to the front and back covers of “Packet A” and all of “Packet B.”

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets “A” and “B”, and the letter of transmittal;
- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your “Packet A” and one (1) copy of “Packet B”, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Thursday, April 17, 2006:

Director, Consultant Services  
Washington State Department of Transportation  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7106. Any questions regarding the technical aspects should be directed to Mr. Greg Trisko at 206-515-3777

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT’s “Disadvantaged Business Enterprise Program Plan.” The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Monday March 20, 2006 and Monday, March 27, 2006.

Submittal Due Date: Monday, April 17, 2006.